



# Contract Summary Form

Form#: 3507

## GENERAL INFORMATION

**Contract Status:** Active Christina Vega-Garcia **Date:** 6/4/2018**Assigned Contract #:** 18-CR-011 **Form Prepared By:** Eddie Sanchez 5/22/2018**Department / Division:** CRA **Vendor Name:** MEXICAN AMERICAN COUNCIL**Primary Contact:** Eddie Sanchez **Vendor Contact:** MARIA GARZA**Primary Email:** ESanchez@cityofhomestead.com **Vendor Address:** 151 NW 11 STREET,STE E400**Secondary Contact:** Elizabeth Mangual **City:** HOMESTEAD **State:** FL **Zip:** 33030**Secondary Email:** emangual@cityofhomestead.com **Vendor Email:** macpresidentfl@gmail.com**Phone Number:** 305-224-4480 **Vendor Phone Number:** 786 2432328**Fax Number:** 305-224-4489 **Vendor Fax Number:** 786-504-3953**Contract Name:** Mexican American Council - Homestead Mariachi Conservatory Grant Distribution Agrmnt**Agreement Type:** Grant **Does this replace an existing agreement?** No **Contract #****Briefly explain the purpose or description of the scope of service of this contract:** FY2017-18 CRA NFP Grant

Mexican American Council Homestead Mariachi Conservatory, CAR 2339 - Approved by the CRA Board on April 10 2018

**Please note that it is the Departments responsibility to obtain Risk approval.**

**Insurance Required?** No **If yes, who is required to have it?****If the vendor is required to have insurance, please enter the insurance expiration date(s) here.****Auto Insurance:** **General Liability:** 5/15/2019 **Workmans Comp:****Other:****Term of Contract:** **Start Date:** 6/1/2018 **End Date:** 12/31/2018 **Project Number:****Does this agreement auto renew?** No **If so, how many times?** **How many yearly increments?****Total Contract Value:** \$32,000.00 **Paid to:** Vendor **Payment Freq:** Lump Sum **Payment Amount:** \$32,000.00**Account Number(s) to be used:** 360-0918-554-83-50**If moneys are paid to City, does Vendor pay sales tax?** **Do late fees apply?** **Percentage of late fee?****All agreements involving payment to vendor must be accompanied by a requisition. Requisition #:** 131853

Was this agreement reviewed or drafted by a City Attorney? Yes If yes, whom? Elen Gantner

"Right to Audit" clause included? Yes Was this approved by Council? Yes Date / CAR# 4/10/2018 / 2339

If so, please attach supporting documentation below:

#### BACKGROUND AND EXHIBITS

Exhibit Attachment(s):	<input type="text" value="0(8)"/>		
Exhibit Description(s) 1	<input type="text" value="Agreement"/>	6	<input type="text" value="COI"/>
2	<input type="text" value="Legal Review"/>	7	<input type="text" value="ACCT: 360-0918-554.83-50"/>
3	<input type="text" value="Staff Memo"/>	8	<input type="text" value="Req. 131853"/>
4	<input type="text" value="CRA Board Approval"/>	9	<input type="text"/>
5	<input type="text" value="Resolution"/>	10	<input type="text"/>

#### REVIEW - APPROVALS

Dept. Head Approval:	<input type="text" value="Approved"/>	<input type="text" value="Elizabeth Mangual"/>	Date:	<input type="text" value="5/22/2018"/>
HR Dept. Approval:	<input type="text" value="Not Applicable"/>	<input type="text" value="Priscilla Thompson"/>	Date:	<input type="text" value="5/22/2018"/>
Risk Approval:	<input type="text" value="Approved"/>	<input type="text" value="Priscilla Thompson"/>	Date:	<input type="text" value="5/24/2018"/>
Finance Dept. Approval:	<input type="text" value="Approved"/>	<input type="text" value="Christi Vizcaino"/>	Date:	<input type="text" value="5/22/2018"/>
ITS Div. Approval:	<input type="text" value="Not Applicable"/>	<input type="text" value="Wendy Cournoyer"/>	Date:	<input type="text" value="5/22/2018"/>
Fleet Div. Approval:	<input type="text" value="Not Applicable"/>	<input type="text" value="Wendy Cournoyer"/>	Date:	<input type="text" value="5/22/2018"/>

Submit Contract Summary Form to Procurement for Processing

#### For Administrative Use Only

Completed and Appropriate Packet Submitted to Procurement on:	Date:	<input type="text" value="5/24/2018"/>		
Prepared By:	<input type="text" value="Approved"/>	<input type="text" value="Veronica Sanchez"/>	Date:	<input type="text" value="5/24/2018"/>
2nd Review:	<input type="text" value="Approved"/>	<input type="text" value="Lilia Renteria"/>	Date:	<input type="text" value="5/24/2018"/>
Final Review:	<input type="text"/>	<input type="text"/>	Date:	<input type="text"/>
Procurement/Contracts:	<input type="text"/>	<input type="text"/>	Date:	<input type="text"/>
Lock Summary Form:	<input type="text"/>	<input type="text"/>	Date:	<input type="text"/>